

Background/Program Description

What is the President's Emergency Plan for AIDS Relief?

On January 31, 2003, President George W. Bush announced a historic commitment to turn the tide of the HIV and AIDS pandemic. The President's Emergency Plan for AIDS Relief (PEPFAR) was created to mitigate the effects of HIV and AIDS worldwide and to target 15 of the most affected countries, including Zambia. In July 2008, legislation was passed to extend PEPFAR for another 5 years. The goals for this 10 year period (2003-2013) are to:

- *Treat* 3 million HIV infected people;
- *Prevent* 12 million new HIV infections; and,
- *Care* for 12 million people infected and affected by HIV/AIDS, including 5 million orphans and vulnerable children (OVC).

What is the PEPFAR Community Prevention Small Grants Program?

The PEPFAR Community Prevention Small Grants Program is an initiative designed to assist communities with innovative HIV prevention projects/programs that will contribute to reduction in the spread of HIV in participating communities. **These communities will design and implement prevention activities as well as set up monitoring indicators to measure their success in consultation with the PEPFAR team.** The PEPFAR team will facilitate and support the communities to implement the project.

The grants are **one time** grants intended to help local organizations/communities initiate activities meant to halt and reverse the spread of HIV in a sustainable way within their communities. However, a second grant, which will function as an incentive will be accessible to communities that demonstrate improvement towards reduction of HIV incidence in targeted communities. Examples of measures of success could be more community members testing for HIV or more male circumcisions performed in target communities. The assessment of success will be based upon indicators agreed in advance with the United States Government (USG) PEPFAR team. Applicants are expected to demonstrate clearly how they would sustain the HIV prevention efforts in their communities over the long term.

What is the goal of the PEPFAR Community Prevention Small Grants Program?

- The goal of PEPFAR Community Prevention Small Grants is to facilitate and enable Communities, CBO, FBO and local NGOs to reduce HIV infections (incidences) within their communities or specified communities they serve.

What are the objectives of the PEPFAR Community Prevention Small Grants Program?

The following are the objectives:

- To bring about appropriate behavior change and practices among the community members aimed to prevent the spread of HIV;
- To build capacity and empower communities to **sustainably** reduce the spread of HIV (i.e., those who are negative remain negative and those living with HIV do not infect others);

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- With the participation of the community, to develop indicators (monitoring and evaluation mechanisms) to measure the successes in prevention, and consequently determine the possible award of incentive grants;
- Communities to embrace, promote, and implement evidence-based prevention interventions; and,
- To support income-generating activities (IGAs) aimed at sustaining HIV and AIDS prevention activities at the community level.

The PEPFAR Community Prevention Small Grants Program prioritizes the following:

- Promotion of community leadership involvement and active participation in innovative and sustainable HIV and AIDS prevention programs by the community at large.
- Programs targeting behavior change – Abstinence and Be faithful, including delay of sexual debut in youths.
- Projects targeting teenagers (10-19 years) and young adults (20 -29 years) in learning institutions and communities aimed at reducing HIV transmission.
- Promotion of HIV Counseling and Testing for youths, unmarried adults and couples.
- Access to HIV prevention services including male circumcision, correct and consistent condom use and sexual reproductive health for young women.
- Gender sensitive prevention initiatives – projects that will empower women in HIV and STI prevention.
- Projects targeting gender based violence (GBV) in the context of HIV prevention.
- Proposals targeting discordant couples in the community (e.g. in FBO settings - churches).
- Projects targeting prevention of inter-generational HIV transmission.
- Projects with sustainability or an IGA component to support any of the above priorities.

As stated above, these are intended to be ONE-TIME grants. Applicants must show how they intend to carry their projects forward once PEPFAR support has come to an end. Applicants should view these grants as seed money for starting their HIV and AIDS prevention activities and IGAs to support prevention activities. Applicants must not view these grants as a possible continuing source of program funding for the same activities over time.

Strong community involvement and commitment **now** is a prerequisite for consideration. Prospective applicants must demonstrate prior experience in HIV and AIDS prevention or other related activities. More details on project design and implementation are discussed in the **Project Criteria** section.

Definition of a community for PEPFAR Community Prevention Small Grants Program

For the community prevention small grants, a community will encompass a community-based organization, faith-based organization, or non-governmental organization working within a geographical boundary with specified programmatic targets (e.g. child bearing women, youths, girls, school going children aged 14-25, couples, mothers attending PMTCT, etc.)

Guidelines/Application Instructions

Who is eligible?

Local organizations, community-based organizations, local faith-based organizations, or community groups that are legally registered in Zambia are eligible to apply for funding. Prospective applicants must demonstrate prior experience in prevention or HIV and AIDS related activities, have a broad understanding of community resources, and provide evidence of having previously managed donor programs in similar amounts and activities for which they are requesting, and/or demonstrate capacity for accountability and program implementation. Applicants should not duplicate already-existing PEPFAR-supported services in their geographical area.

How much funding is available?

Each successful grantee will be awarded a maximum of \$20,000 USD. Project activities should be completed by **30th September 2012** regardless of when funding is received. Projects must be in line with the above stated goal and objectives.

The proposed program must:

- Have a well thought-out strategy for HIV and AIDS prevention activities and sustainability plan or initiative, and must describe in detail how the project will be carried forward once PEPFAR funding has come to an end.
- Directly engage community leadership and the community at large including opinion leaders of the targeted community.
- Outline strategies for clear accountability throughout the program period and beyond.
- Have definable and measurable objectives with clear indicators that should demonstrate progress in halting/reversing the spread of HIV in the community.
- Describe how the program will build and track HIV prevention in targeted communities or program areas.
- Include a detailed budget and budget justification (please see below unallowable / un-fundable expenses).

What are the accountability and reporting requirements?

Proposals must define and describe the target community and include an estimated number of people in the community who will be reached. Proposals must also contain a description of HIV and AIDS prevention activities which will be carried out and how the efficacy of these activities will be measured. Description of targeted population groups will be required. Furthermore, proposals must detail how they will achieve their objectives. In case of an IGA component, income and expenditure forecasts will be required.

In addition, grantees are expected to complete and submit required **financial** and **narrative** reports as stipulated in the agreement. Grantees are expected to adhere to established protocols and not to violate project principles and priorities. Grantees are expected to use programs and resources appropriately as per the agreement.

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Grantees are required to provide estimated targets for the indicators below (as appropriate).

Indicator type	Indicator
Male circumcision	Number of males circumcised by age <1, 1-14, 15+
Sexual and other risk prevention	Number of individuals reached with individual and/or small group level interventions primarily focused on abstinence and/being faithful
	Number of people living with HIV/AIDS (PLWHA) reached with individual and/or small group level interventions that are based on evidence.
Counseling and Testing	Number of individuals who received Testing and Counseling services for HIV and received their test results (Segregated by sex: Male and Female; by age: <15 and 15+, and by result: Positive, Negative)
PMTCT	Number of pregnant women who were tested for HIV and know their results.
Other Prevention services	Number of targeted population groups in the proposal, disaggregated by sex, and if possible age groups (<15, 15-49 and 50+) who accessed prevention services.

Project Criteria

1. Activities funded by PEPFAR Small Prevention Grants Program, by definition, should involve a **contribution** toward the project in any form, for example, it could be programs, materials, management, and labor by the local community and /or by the applicant. The U.S. contribution is to serve primarily as a catalyst.
2. Projects must be within the means and skills of the community to operate, and should be completed successfully by September 2012. Applicants must clearly demonstrate that the applicant organization will continue to support the community in the related area, even after the completion of the project(s).
3. Grants will be given to groups or communities who have a **proven record of accomplishment** of project objectives. The groups must have evidence of successful projects that have been carried out in the past two to four years. Serious consideration will be given to groups who submit applications with realistic, specific, and well thought out budgets and thoroughly planned proposals with clear sustainability plan. ***Applicants must provide evidence that the organization requesting a grant is legally registered in Zambia.***
4. Projects should address prevention issues in the targeted community and **should be community-led**. They must clearly **demonstrate the impact** they expect to make in HIV prevention in the community.
5. All proposals are encouraged to include an IGA component as a sustainable measure. A simple business plan with income and expenditure forecasts and market analysis is required.

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6. Projects are not for the purposes of an individual, a family, a select few, or a private business. Projects that benefit a small number of recipients will not be funded.
7. The PEPFAR Community Prevention Small Grants Program **cannot** provide money for ongoing, routine expenses such as regular salaries, religious instruction, research, or general operating expenses (including rent, utilities, air time, external auditors, internet usage, etc).

*The PEPFAR Community Prevention Small Grants also **cannot** support:*

- Strengthening of the general administrative and management of organizations (running costs expenses)
- Personal training
- Food programs
- Specialized HIV prevention interventions such as blood safety, injection safety and PMTCT
- Activities not related to HIV prevention

Proposal Evaluation

A U.S. Government interagency committee will review and evaluate proposals using the following criteria (this list is not exhaustive):

- Is the proposal realistic with its breadth and goals?
- How sustainable are the prevention activities?
- Are there planned measures or initiatives in the proposal to ensure sustainability?
- Does the project draw from community resources?
- Is the project innovative?
- Are the estimated targets of persons reachable?
- Is there an existing system (M & E indicators) to track the project's accomplishments in reaching its proposed targets?
- Does the proposal, in addition to prevention, create or enhance HIV and AIDS other related services?
- Does the proposal duplicate existing HIV and AIDS services in the community?
- How will the targeted community benefit?
- What kind of relationship exists between the leadership and the grass-roots community?
- Who will be asked to do the work in this project?
- What evidence can the project leaders show to indicate that the group in question will completely finish the project in the agreed time?
- Has this organization received other USG funding?
- Has this organization received other PEPFAR Small Grants funding?
- Is this activity currently being funded, and by whom?
- Does the organization have the necessary program and financial management capacity (appropriate staff with right level of experience) to manage this award?
- Is the organization able to provide references for grants received from other donors in Zambia?

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The reviewing committee will consider most favorably projects that:

1. Provide strong indicators to measure success in reducing HIV transmission.
2. Encourage members of the community to know their HIV status.
3. Outline strategies for active community participation in the prevention activities.
4. Provide strategy for sustainability of prevention activities.
5. Encourage behavior change in the youth.
6. Provide gender equity strategies.
7. Encourage stigma reduction or provide stigma reduction strategies.
8. Provide for HIV prevention activities for couples/multiple concurrent partnerships.

General Requirements

1. Copies of the applicant organization's Certificate of Registration
2. A recent bank/financial statement
3. Reference/recommendation letters from other donors or stakeholders
4. Map showing the physical location of the project and organization offices. If the project is outside the town or main road, please indicate the distance (km) to the project site.
5. Detailed budget with budget justification
6. Qualifications of key organization staff

2011 Application Process

President's Emergency Plan for AIDS Relief **Small Grants Program – HIV prevention**

Instructions

The President's Emergency Plan for AIDS Relief (PEPFAR) Prevention Small Grants Program promotes **innovative** community-based HIV prevention activities. These activities are intended to ignite community HIV prevention activities to reach large numbers of community members in a sustainable way.

If your organization has a project that you believe meets the criteria and you would like to apply for a PEPFAR HIV Community Prevention Small Grant, please complete this form and send it to the address below. Please remember that PEPFAR supports projects that are **SUSTAINABLE** and able to rapidly implement programs that reach as many persons as possible. In this regard an IGA component is encouraged.

Please review the PEPFAR Community Prevention Small Grants Program guidelines carefully, and detach them before filling out the application. **Please do not include** your organization's constitution. Your proposal **must not exceed 25 pages** (including references); any proposals longer than the stipulated 25 page will **not** be reviewed.

1. Please use block print and/or type the application.
2. Write or type the name of the applicant and contact information on each page.
3. Address all issues raised in the request for proposals completely.
4. Use a separate sheet of paper if necessary.
5. Include all required documents with the application. Applications that do not meet all the requirements or that are without supporting documentation will be deemed incomplete and will not be considered.

Applications should be sent (by either post or email) to:

Mr. Mbulwe Mwimba
PEPFAR Community Prevention Small Grants Program
PEPFAR Coordination Office
American Embassy
Ibex Hill
P.O. Box 31617
Lusaka, Zambia
mwimbamj@state.gov
Tel: +260 1 357203 /357000 x203
Website: <http://zambia.usembassy.gov>

The closing date for submission of proposals and application forms is **Friday May 27, 2011**. Proposals/applications sent by registered post, or received after the due date will not be considered.

***Note:** The United States Government reserves the right to reject any or all proposals, to negotiate with any applicant(s) considered qualified or to make award with further applicant negotiation.*

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Please type or use block print for the application. Please answer the following questions about your organization in the space below.

Organization Name	
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1. Applicant Information	
Full Name	
Mailing Address	
Telephone	
Email	
Fax	
Other	

2. Proposed Project Coordinator Information	
Full name	
Current Title	
Address	
Email	
Telephone number of the full-time resident, on-site project coordinator.	

3. Project Background	
Project Name	
Organization Affiliation (if any)	
Brief description of the project's mission	
Location (e.g., province, district,	

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sub-district, village name, and distance from the nearest large town)	
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3. Project Background (continued)	
What year was your organization founded?	
How many people are members of your organization?	
What kind of activities has the organization sponsored or carried out in the past?	
How has money been raised for the past activities?	
What is the organization's yearly budget?	
Has the organization received assistance from the Government of Zambia or any foreign donor agencies? <i>If yes, please indicate which donors have assisted.</i>	
Is the organization formally connected to a religious organization (e.g., church, clergy, etc)?	

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4. Proposed Activity Description

Please provide a description of the project proposed for the PEPFAR HIV Prevention Small Grants Program. In the text, please state the goal and specific objectives of the proposal. In each specific objective list and describe the activities that will be carried out; indicate who and how many will directly benefit. Also state the indicators to measure the success of your interventions in each specific objective. Describe why the project is necessary and what prevention benefits it will bring to the community.

5. Project Implementation Timetable

Please provide a project implementation timetable and explain how the project will be sustainable in the future in terms of human resource capabilities, future financing of the project, etc.

Example of a project implementation timetable

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PROJECT IMPLEMENTATION TIMETABLE FOR THE YEAR 2010													
Project Title:	Reducing HIV transmission in 5 Secondary Schools												
Project Duration	From: Jan 2010						to December 2010						
Activity	J	F	M	A	M	J	J	A	S	O	N	D	Responsible
Examples: Hold HIV prevention awareness													Name + position
Conduct bi monthly mobile CT													Name + position
Design IEC prevention materials													Name + position
Distribution of IEC materials													Name + position
Quarterly reports													Name + position
Final report													Name + position

6. Proposed Budget and Budget Justification

Please provide a detailed budget either in U.S. Dollars or Zambian Kwacha (\$1USD = 4,500ZMK) not exceeding **\$20,000** on a separate sheet of paper, and then give a budget summary as demonstrated below. Be sure to include the following:

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(a) List all materials and expenses that will be needed to complete the project or attach pro-forma invoices. The list must be specific.

(b) Designate which materials or expenses would be provided by the organization and which ones the U.S. Embassy will provide.

(c) PEPFAR Prevention Small Grants Programs cannot provide money for routine, ongoing expenses such as regular salaries, religious instruction, feeding programs, research, or general operating expenses (including rent, air time, external auditors, utilities, etc).

EXAMPLE OF A BUDGET SUMMARY:

Activity	Items Required	Justification (why this item is necessary for the activity)	Unit Cost (cost per item)	Number of items required	Total Cost	Org. Contribution	Embassy Contribution
Conduct sexual reproductive health for teenagers in 5 secondary schools	Various items as per detailed budget (attached)	Health education to teenagers on HIV/STIs prevention methods and importance of knowing HIV status	2,500,000	5	12,500,000	2,800,000	9,700,000
Reprinting Sexual Reproductive Health manual and IEC materials for teenagers	None	To distribute IEC materials of SRH in targeted schools	6,000	200	1,200,000	200,000	1,000,000
Conduct couple counseling/workshops to 200 couples in our church	Various items as per detailed budget (attached)	To provide info on HIV prevention practices for couple (discordant, positive and negative)	1,500,000	10	15,000,000	1,000,000	14,000,000
Total Organization Contribution						4,000,000	
Total request from the Embassy							24,700,000

NOTE: All grants are paid in increments directly to the grantee. Grant amounts are in the Zambian Kwacha equivalent of the US dollar amount. The organizations given PEPFAR Small Grants Programs are responsible for locating reliable suppliers and obtaining pro-forma invoices.

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**You may wish to provide a recent bank statement for the applying organization to give a picture of the group's current financial status.

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7. Targeted Population Groups for prevention

Please estimate the number of the people you will reach with the proposed prevention intervention and give a description of the targeted population including their general socio-economic environment/status, geographical and programmatic coverage if applicable.

Projects are required to estimate targets for the **four** indicators mentioned in the Guidelines section.

8. Location of Proposed Activity

Please attach a map to this application. The map should have the project site and your office site located in the nearest appropriate trading center. If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

Please give the mileage and detailed directions from the nearest tarmac road to the appropriate trading center and then on to the project site. A stranger to the area should be able to find the project site easily by asking at the trading center after leaving the main tarmac road. Please start the map from the nearest large town such as Lusaka, Ndola, etc.

Signature of individual requesting President's Emergency Plan for AIDS Relief Small Grants Program:

Printed name of individual requesting President's Emergency Plan for AIDS Relief Small Grants Program:

Name and Title of requester

Date of request

10. How did you know about the HIV Prevention Small Grants?

- a) Radio
- b) Print media
- c) Word of Mouth
- d) US Government Website
- e) Other